

SFSP Health Inspections Summer 2013

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Division of School and Community Nutrition

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Agenda

- Introduction to SFSP
- Health Inspection Form
- SFSP Site Selection
- Billing Procedures
- Questions

SFSP in Action

Purpose: SFSP provides nutritious meals to children during the summer months to needy areas to alleviate hunger, provide enrichment activities and offer a safe, supervised place.

Fact: Kentucky ranks 14th highest in the nation for the number of food insecure children, under the age of 18.

Source: <http://www.feedingamericaky.org/truth-about-hunger/kentucky-statistics>



Health Inspections and SFSP

Health inspections of SFSP sites are optional by the USDA but help to ensure that:

- Food is stored properly and maintained at acceptable temperatures to avoid foodborne illnesses
- Sanitation facilities are located nearby
- Notification is given to SCN, SFSP site and sponsor on any unsafe or unsanitary conditions

Organization of SFSP

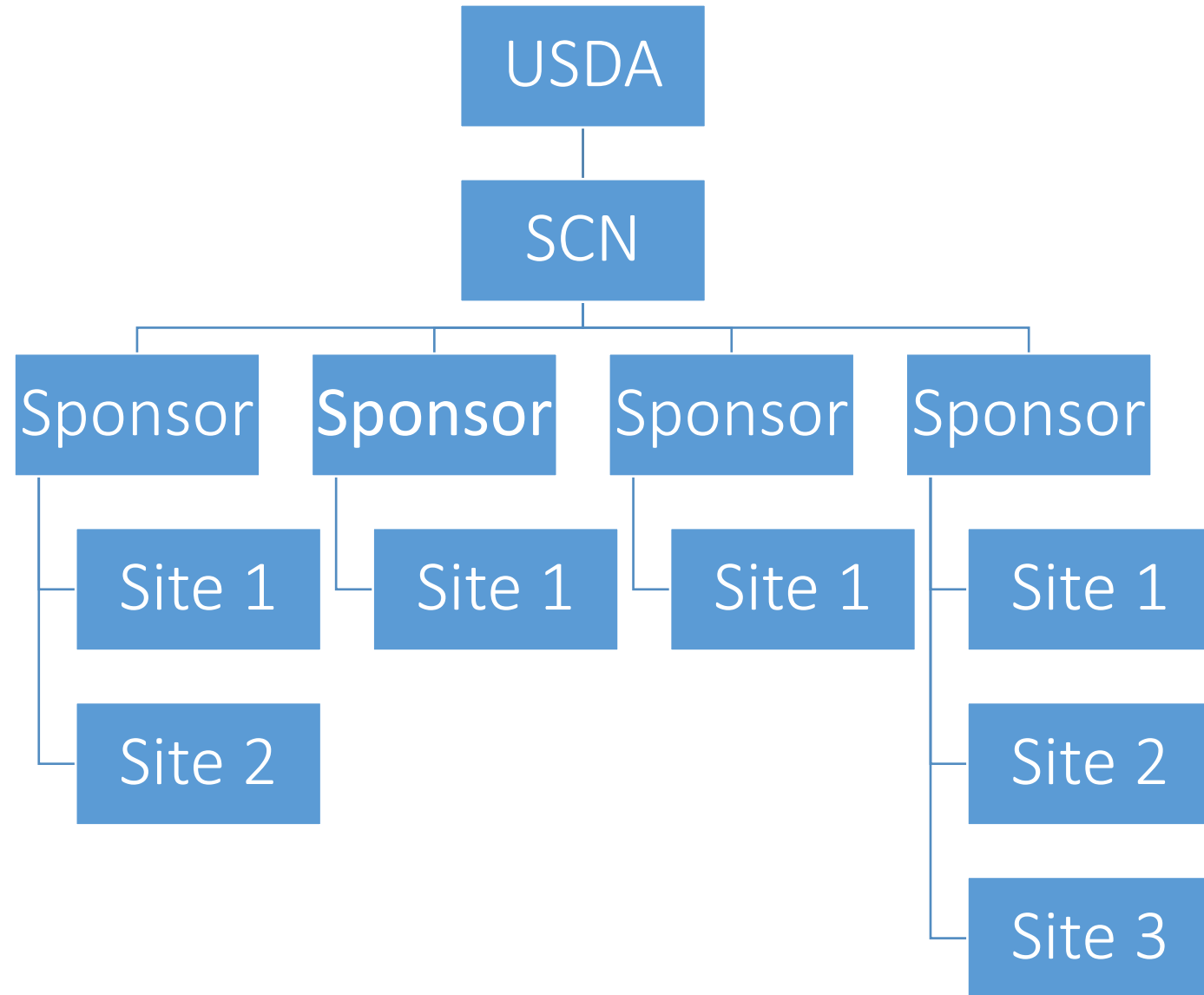
SFSP is a nutrition program funded by the USDA to provide meals during summer months while school is not in session

School and Community Nutrition provides oversight of SFSP and recruits sponsors to manage the feeding sites in needy areas

SFSP sites serve meals to children

- Locations can be camps, parks, schools, churches, apartments...anywhere a meal can be served to feed needy children that meet the USDA policies and regulations

Organization of SFSP



Health Inspection Form

- Designed by Mark Hensley for SFSP site health inspections
 - Covers the essential areas of concern for food health and safety
- Must be completed in its entirety and signed by HD health inspector
 - **Attempted:** Mark the form as “Attempted” and comment on why health inspection could not be completed.
 - **Failed:** A failed health inspection signifies a site demonstrating serious health and safety concerns that must immediately cease serving food.
 - Please notify SCN right away of failed health inspections.

Final version:



SFSP Site Selection

SFSP sites are located in approximately 82 counties in Kentucky, with more sites continually being added during the summer months

Purpose of health inspections is to determine site's ability to serve food in a safe manner with sanitation facilities nearby.

Consequently, focus of health inspections shall be on sites that have no health inspections performed or represent higher risk:

- Parks
- Apartments
- Parking lots
- Mobile feeding sites
- Churches

SFSP Site Assignment

Health departments/districts (HD) were invited to participate based on a open procurement process

Assignments for each HD are based on:

- Sites in each county
- Funds available

Sites assigned per county is the **maximum** amount that SCN will reimburse HDs

- Estimated based on past SFSP participation; may be adjusted upward depending on new SFSP sites (check with Deanna on this)

HD is responsible for tracking health inspections per county to verify maximum number is not exceeded; any request for change in county assignments or cap must be made to Deanna Tackett

County Assignments – Missing Coverage

- Several counties do not have coverage by a health department
 - Mark Hensley and SCN will coordinate how to provide coverage for these sites

Site Assignment

Site assignments are based on estimated risk - giving those first priority and then followed by a random selection

HDs can choose to inspect other sites at their discretion but should focus on sites representing highest risk

- Example: Park is inspected and another SFSP site (e.g., church) is 10 minutes away while SCN selected site is 45 min drive

Days of Operation are on report along with start/end times for meal service as well as first/last dates of operation

- Site contact information is available

Site address is given by sponsor: site must be operating at this address per USDA policy

Site Inspection Report Example:



KY County Report - Example



SFSP Health Inspections - Workflow

- Health inspection workflow has been developed to explain the process
 - Refer to the handouts for detailed information
 - Recommend sharing this workflow with HD inspectors for site inspections



Adobe Acrobat
Document

Billing process

Standard invoice form has been created by SCN to facilitate the billing process

Detailed information **must** be completed and match against health inspection forms

- Incomplete or missing health inspection forms will result in non-payment

SCN requests bi-monthly or monthly billing in electronically scanned format

- Detailed billing instructions and invoice form shall be posted to SCN website

Per the contract:

- \$200 per completed health inspection
- \$150 per attempted health inspection

When can we begin?

- Health inspection contract must pass review before HDs can begin their work
 - Expected review and approval on Tuesday, June 4
- SCN will contact HDs to announce start date and shall post all final versions of the files on the SFSP website

Where do I find this stuff?

All documents, files and materials shall be posted on the SCN website

- Quick
- Easy

Updated weekly site assignment worksheet shall be posted as SFSP sites are approved every Friday

- Latest file should be used as site start/end dates, times, days of operation, etc. can be changed by sponsor at anytime

SFSP Website:

[http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-\(SFSP\).aspx](http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-(SFSP).aspx)

Questions?

Policy questions should be directed to Jennifer Langfels (Jennifer.Langfels@education.ky.gov) or Cathy Gallagher (Cathy.Gallagher@education.ky.gov)

Questions on billing should be made to Deanna Tackett (Deanna.Tackett@education.ky.gov) or (502) 564-5625, ext. XXXX

SCN SFSP Website: [http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-\(SFSP\).aspx](http://education.ky.gov/federal/SCN/Pages/Summer-Food-Service-Program-(SFSP).aspx)